



TRAVEL TUTOR

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WELCOME

Welcome to the Defense Travel System (DTS) training primer, Travel Tutor, an easy-to-read bi-monthly update that will help you take full advantage of DTS, the automated Department of Defense (DOD) travel system. Look for the Travel Tutor on the DTS Travel Center Website at <http://www.dtstravelcenter.dod.mil>.



DTS Has the Features You Need

The *Travel Tutor* will provide updates for military and civilian travelers, Defense Travel Administrators (DTAs), Authorizing Officials (AOs) and Commercial Travel Offices (CTOs). DTS provides a secure, proven Web Portal that offers full functionality, accessibility, scalability, supportability, and security.

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Troubleshooting
Tips

Hot Links

Feedback &
Suggestions

Newest Enhancements to DTS Functionality

In the information technology field, software enhancements are installed using "Maintenance Releases." On Nov. 11, 2005, DTS system engineers introduced Maintenance Release 1.6.4.8, which significantly expanded the list of TDY locations available to DTS users. The new civilian locations list has 51,000 cities, towns, villages and places from the U.S. Census Bureau, cross referenced by county and zip code. This is a significant improvement over the previous list, which had approximately 3,000 entries. Before the enhancement, you had to follow 13 pages of *Document Processing Manual* instructions if your TDY location was not on the list. You had to find the county, determine the appropriate location, and then

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Travelers

Should Confirm Airline Tickets Prior to Departure



Review the invoice provided by the CTO.



Use the PNR record locator to access the traveler's PNR from a website provided by the reservation system or CTO.



After receiving the CTO Ticketed email, open your document in DTS to verify the presence of your ticket number for each leg of your reservation.

Functional Improvements

[Click Here!](#)

Did You Know?

You can change the font size
in DTS?

As with any Web page, you can easily
change the text size DTS uses to one
more comfortable to you. Learn
how by clicking
[here.](#)



Web-based Training Options



[Policies/Procedures Web Based Training](#)

[DTS Functionality Web Based Training](#)

[Enterprise Web Based Training System
\(EWTS\)](#)

[Demonstrations](#)

There are several DTS training options available to you. One is the DTS Demonstrations. These are "Captivate" silent movies that illustrate the process behind logging into DTS, creating an itinerary, making travel and lodging reservations, entering reimbursable expenses and per diem entitlements, and signing documents.

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Would you like to receive future editions automatically? Subscribe to the Travel Tutor by clicking [here](#).

DTS Has the Features You Need (cont'd)

Travelers have the ability to:

- Input and update travel requests at their desk
- Update travel preferences in a Personal Profile
- Input and digitally sign actual trip information
- Use actual trip information to prepare a claim
- Review the status of a trip record at any time
- Input and digitally sign supplemental information for a completed trip
- Receive quicker travel reimbursements

DTAs and AOs can:

- Receive electronic trip records faster to speed the approving process
- Be able to route documents based on organization and type of action
- Track the obligation and expenditure of travel funds
- Automatically verify compliance with travel policy
- Electronically approve travel claims
- Leave the "stove-piped" way of doing business in the past
- Increase productivity and record-keeping capabilities

And the CTOs can:

- Have improved pre-trip information from the traveler to include authorization and accounting information
- Have automatic calculations of "should cost" data for air, hotel and rental car reservations
- Have automatic delivery of traveler profile updates
- Have automatically created PNR data in their CTO location-specific pseudo city code
- Route trip documents based on the traveler's organization and CTO location-specific pseudo city code

Did You Know...? (cont'd)

The following instructions apply if you are using Internet Explorer; instructions for changing the font size on other browsers are readily available on the Internet. In Internet Explorer, it is a two-step process:

1. **Enable "Ignore font sizes". You only have to do this step once to enable the option forever.**
 - a. Open your Web browser.
 - b. On the top tool bar, select Tools > Internet Options > Accessibility
 - c. Select the check-box that says "Ignore font sizes specified on Web pages"
2. **Select new font size. You can do this as often as you need to. Try different font sizes to find the one you are most comfortable with.**
 - a. On the top tool bar, select View > Text Size
 - b. From the pop-up menu, select the size that is most comfortable for you: Largest, Larger, Medium, Smaller, or Smallest.
 - c. Now, enjoy using DTS in an environment free from eye strain!

Web-based Training Options (cont'd)

When you finished viewing those, you can access the Enterprise Web Training System (EWTS) using a training cert and password that you can get by contacting your Lead DTA. In EWTS, you can practice doing almost everything you can do in DTS. A third option is to give our Web-based training a try. It has been redesigned and now includes an assessment. All those receiving a score of 70 or more can print a certificate.

Troubleshooting Tips (cont'd)

Two valuable documents for troubleshooting can be found on the DTS Web-site: 1) The *DTA Users Manual*, designed for DTAs, gives step-by-step instructions for the set-up and maintenance of DTS, and 2) The *DTS Document Processing Manual*. This manual provides a step-by-step process to create various travel documents. These documents can be found at: <http://www.defensetravel.osd.mil> > Documents & Downloads > Document Library.

One more option for troubleshooting is the DTS FAQs which can be found at: http://www.dtstravelcenter.dod.mil/secs/FAQs_Main.cfm.

Finally, if you have access to the Magic Help Desk, you can access the documents contained therein for troubleshooting purposes.

Functional Improvements

Good news! The search process has been streamlined for Non-DTS Entry Agents (NDEAs) when using the 'Official Travel - Others' module. Recent maintenance to the system has alleviated the need to click on the PROCEED button once you identify the search criteria (name, SSN, etc.). When you click on SEARCH, a list of travelers meeting the search criteria is identified. From this list, when you click on SELECT, the system immediately takes you to the selected users authorization, voucher or local voucher.

Also, since the topic is streamlining the search process, here is a "Did You Know?" Did you know that you can use a wild card in the search criteria in the 'Official Travel - Others' module? For example, if you know a user's SSN begins with 24, but can't remember the rest, you can enter 24* and any users (within your level of group access) with a SSN beginning with 24 will come up in the search list. This also works in the Last Name and First Name fields, but not for the TANUM field.

Newest Enhancements to DTS Functionality (cont'd)

explain why the TDY location was different from the listed location. If the county could not be found in DTS, you had to follow the Unlisted Location procedure in Section 2.4 of the *Document Processing Manual*. In addition, the following enhancements were added:

- DTS was modified to facilitate lookup of the county of travel and ensure the user follows the procedure using a screen flow and appropriately placed pop-ups.
- Alaska and Hawaii pull-down menus were moved from the OCONUS section of the menu to the CONUS section.
- Online help was provided for pre-audit screens
- If a traveler changes the Method of Reimbursement (MoR) from a default of 'Personal' to 'GOVCC' for any expense, the pre-audit 'DFLT PMT METHOD NOT SELECTED' will no longer trigger.

Hot Links

The following are a few website links to help you out with your travel questions.

Regulatory guidance: (i.e. DODFMR, JFTR, and JTR)

http://www.dtstravelcenter.dod.mil/Secs/TR_Main.cfm

Per Diem rates, meal availability, and lodging info

<https://secureapp2.hqda.pentagon.mil/perdiem/>

GSA contract info; Airline cost; and airport codes

<http://apps.fss.gsa.gov/citypairs/search/>

Currency converter

<http://www.oanda.com/converter/classic>

DTS and DTS info

<http://www.defensetravel.osd.mil> & <http://dtstravelcenter.dod.mil>